

**Subject**

Software, Appropriate Use

**For**

EMPLOYEE HANDBOOK

**Also See**

ET-03102

<b>Identification</b>	5/78-5/78.1 ET-03094 Policy
<b>Effective</b>	9-1-2000
<b>Through</b>	9-1-2003
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<b>Replaces</b>	ET-03094 (1-1-93)

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**General**

Purchased software is subject to licensing agreements which contain restrictions that vary by product. In addition, virtually all software is copyrighted. Under copyright law, copying software for use on multiple machines or to be given to others is generally prohibited.

**Policy**

Treasury employees must comply with applicable software licensing agreements and/or copyright laws. Failure to do so can expose the Department to legal action.

No Treasury employee or contractor shall engage in any activity that violates federal, state, or local laws with respect to intellectual property rights, the terms of software license agreements, copyright laws, or other State of Michigan policies pertaining to computer software.

Software used on Treasury computers must be purchased and/or licensed by the State of Michigan through the Department of Treasury's Information Technology Services Division (ITSD). **Occasionally work-related exceptions are made. These exceptions must be approved by ITSD.**

Software may only be used for the purpose allowed in that particular software's license agreement and may not be copied without the express authorization of the software license.

Illegal copies of computer software or unlicensed software may not be installed on any Treasury-owned or operated computer system.

Copyright or patent laws concerning computer software, documentation or other tangible assets must be respected. Copyrighted materials are the intellectual property of their creators. Therefore, the posting, copying, redistribution or uploading of copyrighted material without the permission of the owner of such material is prohibited.

All software must be loaded by appropriate ITSD personnel, unless loading has been pre-approved by ITSD.

**Initials**

**Signature**

**Subject**

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**Identification**

5/78-5/78.1

ET-03094

Policy

**Effective**

9-1-2000

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9-1-2003

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Only authorized software will be loaded on Treasury computers. Authorized software is defined as software owned and/or approved for use by ITSD. Personal software may not be loaded on Treasury-owned computers. Work-related exceptions must be approved and installed by ITSD.

Unauthorized software found on Treasury computers will be handled in the following manner:

- First occurrence: Software will be removed by ITSD technician immediately and the occurrence will be logged. ITSD will notify the employee's supervisor of the infraction.
- Second occurrence: Software will be removed by ITSD technician immediately and the occurrence will be logged. ITSD will notify the employee's administrator (or next higher supervisor) of the infraction.
- Third occurrence: Software will be removed by ITSD technician immediately and the occurrence will be logged. The Assistant Administrator, End User Support Services, will notify the employee's bureau or office director and the Chief Information Officer (CIO) of the infraction.

Users must not make software available for others to use or copy in violation of that software's license agreement.

**End**